SIMS Newsletter

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

FALL 2006

News and Notes:

Reporting Deadline

The first reporting deadline for this year is October 16, 2006. This submission should include all students enrolled by Friday, September 29th. All status elements, enrollment information and special education elements for students should be updated by the submission deadline.

Preparing for the Fall Submission

1. **Delete user names and passwords for staff that no longer need access to the system.**
2. Create 2007 calendars. You must create a new calendar. Modifying existing calendars will affect all enrollments tied to that calendar and may result in data loss. More information on calendars can be found at http://doe.sd.gov/ofm/sims/index.asp
3. If you haven't already done so, complete EOY (End of Year) processing. Note: Those doing vendor uploads, should not copy enrollments!
4. Add any new students to your district using the enrollment wizard.
   Remember – If a child is coming from another SD district, he should appear when you search. If the child does not appear after the first search, try again. If you still do not get a match, *please contact someone at DOE before creating a new student.*
5. Adjust 2006 enrollment records for any students who did not return.
6. Update status elements if necessary. If the status is a default value, no updating is necessary. See below defaults for each status element.

Status	Default
Citizenship	U.S. Citizen
LEP (English Lang Learner)	No
Meal Status**	Standard
Migrant (3 options)	No
Title 1	No
Transportation	Not Transported

*Note: The Meal Status and Title I codes are not rolled forward when you copy your enrollments from one calendar to another.

Enrollment Status

For students who have recently exited from or enrolled into another school district, put the student at 0% enrolled or delete the enrollment record, unless a student is physically present. If the student is receiving services at another district for which you are paying tuition, the other district should report that child with you as the resident district and code the child with and enrollment status of P (tuition paid by district). I have included a list of enrollment status codes below. Please be aware that children coded incorrectly could have an impact on funding, not only for state aid but for allocations calculated by the Office of Grants Management.

O - Open Enrolled Student
P - Tuition Paid for Student by Public School District
W - Tuition Waived for Student
C - Contracting Student
T - Tuition Paid by Other
S - Paid and Placed by State of South Dakota

Overlaps, Transfers and Exiting Students

When a student transfers from your district to another district, be sure to update your system in a timely manner; this will help eliminate duplicate records. To update a student go back into the students' record and change the exit code from "Student continues" (11) to "Transferred to a School In-State" (3) or to "Transferred to a School Out-of-State" (8).

If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new entry and use the day he returns as the status start date.
Likewise, refer to the NCES guidelines for summer dropouts below.

"Summer Dropouts are students who were not dropouts at the close of the previous school year (2005-2006) but who fail to enroll by October 1, 2006. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2005-2006 but who is not re-enrolled on October 1, 2006 is reported as a 2006-2007 dropout for the 11th grade."

To manage this information in SIMSNET, enroll the student with the normal start date for the school year and end the enrollment using that same date. This will cause the student to be enrolled for one day.

Laptop Initiative-Campus Users Only

Infinite Campus has added 3 new tabs to your districts DDN Campus program. These tabs were created by Watertown School District to track information on student issued laptops. With Watertown's permission we have copied these tabs and fields into other districts in SD. Attached is a Word document with screen shots and also where these tabs are located. If the tabs are not showing for your district you may need to check permissions. These are custom tabs, so you can edit them as you see fit.

These tabs are located under Student Information>PLP. These are custom tabs so if you would like to make any changes or move them you can do this under System Administration>Custom.

Training Courses

Infinite Campus provides courses for those wanting to learn more about how to use the program. Attached you will find a course catalog: 2006_Fall Customer Catalog.pdf

Interchange Conference

Mark your calendar for the 2006 South Dakota Infinite Campus Interchange!

When and Where: Wednesday, October 4th and Thursday, October 5, 2006 at the Mitchell Technical Institute in Mitchell, SD.

This year's event will be full of valuable training sessions and presentations while providing a unique opportunity for you to network with colleagues from across South Dakota.

Infinite Campus Advisory Board

The Infinite Campus program has been an outstanding program for our state and has literally put us ahead of many other states in the area of student management programs. However, we have also admittedly had some bumps in the road along the way. Late last January Dr. Melmer asked for the development of an action plan that will improve the services provided through DDN Campus to the districts of our state. An important first step in this plan was to create an Infinite Campus Advisory Board. Dr. Melmer invited a few individuals with interest and knowledge of the DDN Campus program to serve on this advisory board. The current board members are as follows:

- Rich Reimer, Huron School District, Chairman
- Donna Kiewel, Mitchell School District
- Gerald Witte, Winner School District
- Brian Lowery, Aberdeen School District
- Kathy Winson, Britton-Hecla School District
- Julie Holmes, Infinite Campus
- Susan Woodmansey, Dept. of Education
- David Gall, Dept. of Education
- Jim Edman, Bureau of Information & Telecommunications
- Jeff Slocum, Bureau of Information & Telecommunications

The objectives of this board are to:

1. Discuss ongoing questions and concerns with the Infinite Campus program and its use in the K – 12 public schools in South Dakota.
2. Provide feedback to Infinite Campus and the Department of Education on the effectiveness of the Infinite Campus program.
3. Assist in the development of training programs for Infinite Campus.
4. Assist in the facilitation of communication plans between Infinite Campus, the Department of Education and K– 2 public schools.

Since February, this committee has met several times. Issues discussed include the development of a "sandbox", a server on which new updates of DDN Campus could be tested, prior to being applied to all school districts; creation of an "interchange" or conference where Infinite Campus/DOE/BIT and school staff can meet, discuss and exchange ideas on the DDN Campus program; enhancements or return to previous features of the gradebook program; and development of new standard reports.

Another idea recently discussed by this board was to implement a process to flow all development requests received by Infinite Campus through this board. The board would then determine if this is something that all school districts could benefit from or something unique to the needs of the requesting school district. If it is determined that all DDN school districts may benefit, this board could then prioritize this task and assist and/or monitor the progress of the development and release of the programming.

Please feel free to contact one of the above board members if you have ideas, suggestions or concerns regarding the Infinite Campus program.

School Height and Weight Data Collection

The Department of Education (DOE), in collaboration with the South Dakota Department of Health (DOH), is again collecting heights and weights of children 5-18 years old. The voluntary program has been underway since 1998 as an effort to track childhood obesity in South Dakota. It serves as a basis to develop state and local strategies and is a way for participating schools to quantify the problem of childhood obesity. Data for the 2006-2007 school year will be accepted at anytime during this school year but must be submitted no later than June 15, 2007 for inclusion in analysis.

This year student heights and weights can be entered on the Infinite Campus system which will save staff time. Other electronic spreadsheets or hard copies will still be accepted but Infinite Campus is preferred if available. School nurses and health and physical education teachers often are leading the data collection process. Please share this information with them and others in the district.

The following website includes instructions for using the Infinite Campus: http://www.state.sd.us/doh/SchoolWeight/. The web site also includes instructions for taking accurate measurements and for maintaining confidentiality. The Department of Health is accepting applications for equipment (wall-mounted measuring board and balance beam scale) if needed for your school to participate in the School Height and Weight Data project. Applications are due by September 29th.

Coordinated School Health in DOE along with Department of Health has funds available to support activities that encourage healthy lifestyles for youth through physical activity and nutrition. Applications will be accepted from all public, private and BIA K-12 schools, community organizations and post secondary institutions. Plans which indicate a school/community need for funding in this area and have a process for evaluating and monitoring progress will be considered. All programs funded must focus on children and youth. Applications and guidelines will be available at http://www.healthysd.gov/Schools.html.

If you have questions about the school data or the measuring equipment, please contact Kristin at 605/734-4551 or Kristin.Biskeborn@state.sd.us. If you have questions about the nutrition and physical activity grants, please contact Colleen at 605/773-3737 or Colleen.Reinert@state.sd.us. For questions regarding the data extract process, please contact Campus Support at 1-888-461-2004.

> **Quote:** "This past spring I was able to use Infinite Campus to enter the schools height & weight information. Using campus saved me a lot of time since I didn't have to enter all of the extra information. All I had to do was click on a students name and enter their height & weight. It was great!"
> Theresa Adel
> South Park Elementary School, Belle Fourche SD

Student Records Resources on the Web
http://www.doe.sd.gov/ofm/sims/index.asp

The above listed address exhibits several resources for SIMS users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Your Data is Important!!

Data elements collected from SIMSNet/DDN Campus are the major components of No Child Left Behind (NCLB) reporting. Please review all data carefully!!

Make sure you have all students who are attending school at any point this year listed. Likewise, if you have students who did not attend your school this year, make sure you delete their records.

- To create a list of students and their basic data elements follow the steps listed below:
- Go to report wizard in user outline.
- Under new reports, click on student information, and then click on next.
- Choose the following fields for your report:
  o Under Enrollment – choose grade
  o Under Student Identity – choose last_name and first_name.
  o Under SIMS Student – choose SimsNum
  o Under Enrollment – choose start_date, end_date and percent_enrolled
  o Under Status – choose the element(s) you wish to view.
- Leave all fields in the next screen blank to list the codes for all students, or use the filter to get specific data. For instance, if you just wanted student with a meal status of free or reduced, next to the field MS, enter <> S. Click on next
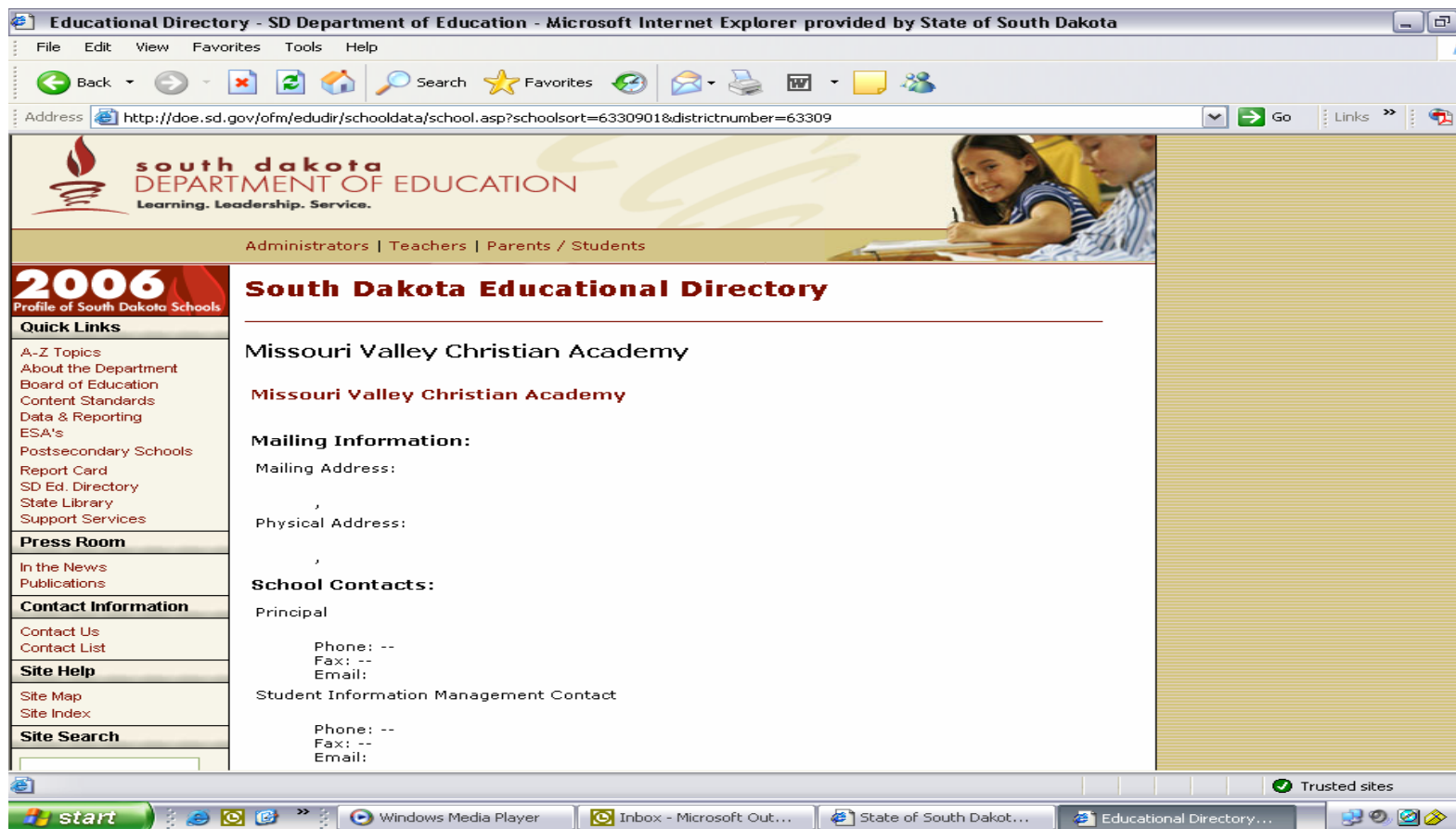- Create your report.

SPED Records

A number of districts using Campus have found that a number of there special education children have not rolled forward from 05-06 school year into the current 06-07 school year. Examples of the error message that you will receive is below. This problem has been addressed with Infinite Campus. If you find that a portion of your special education children have not rolled forward you may need to run a data sync. To do this update on the Campus side the districts will need to do a State Data Sync located under the SD Reporting folder within Campus. You only need to check the first box to sync the SPED data and then click on the update data box. Districts using Campus must be aware this will not work on special education children who are changing schools, but should work on those children that are changing grades within the same school. We apologize for this inconvenience and are hopeful this problem will be corrected soon. If you have any questions or concerns regarding this please contact Michael Mboob at 605-773-4737 or email at michael.mboob@state.sd.us.
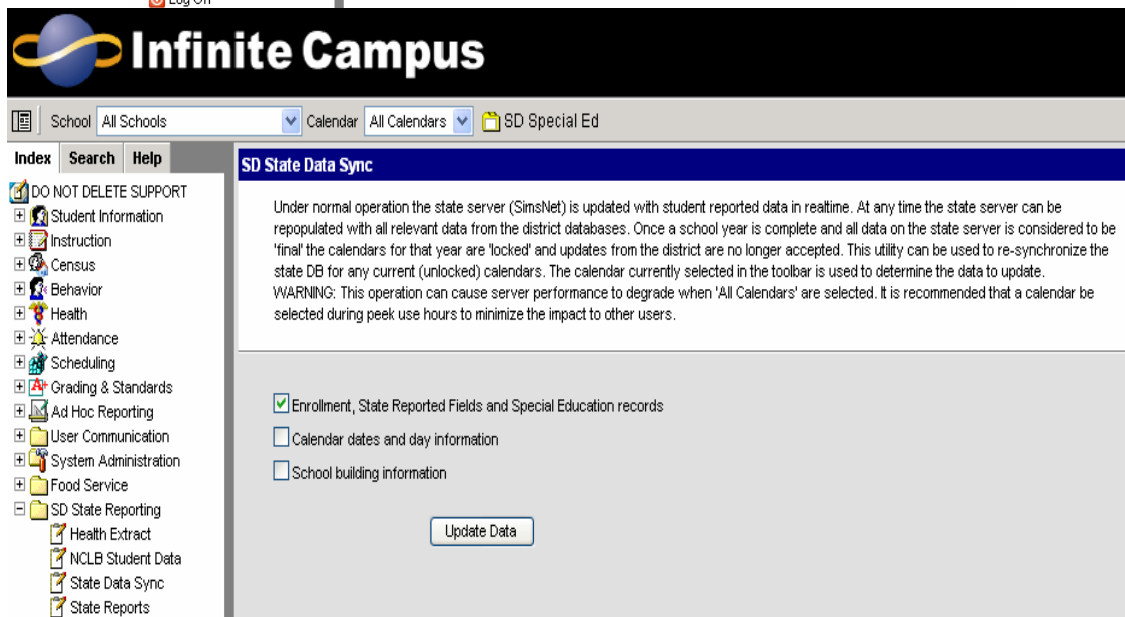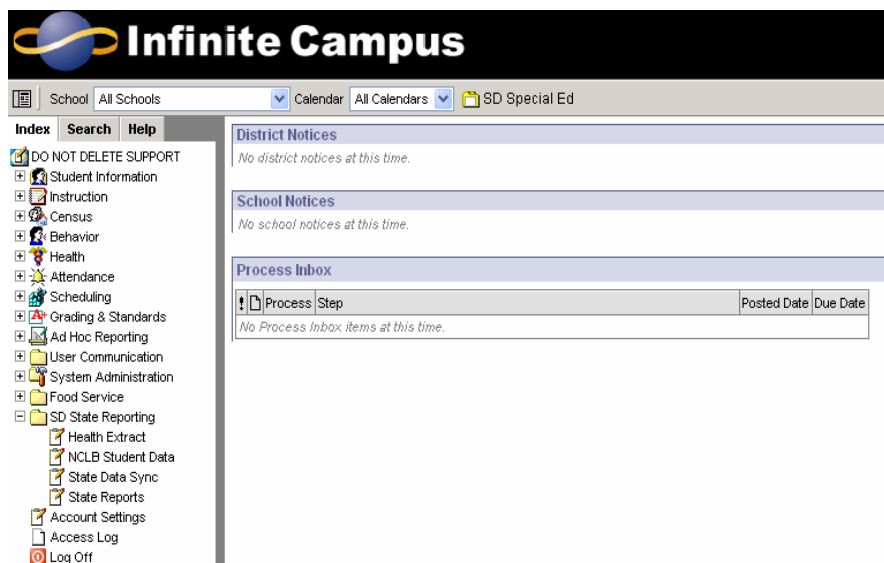
Update Contact Information

The Department of Education would like your help in maintaining and updating the contact information for your school district. Please take the time to verify and make the necessary changes so that our list of contacts for your district is up to date. If you require assistance, please contact Jennifer Elrod at 773-4703 or by email at jennifer.elrod@state.sd.us.

Educational Directory - SD Department of Education - Microsoft Internet Explorer provided by State of South Dakota

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address   http://doe.sd.gov/ofm/edudir/schooldata/school.asp?schoolsort=6330901&districtnumber=63309   Go   Links

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2006
Profile of South Dakota Schools

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South Dakota Educational Directory

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Missouri Valley Christian Academy

Mailing Information:
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Physical Address:

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School Contacts:
Principal

Phone: --
Fax: --
Email:
Student Information Management Contact

Phone: --
Fax: --
Email:

Trusted sites

start   Windows Media Player   Inbox - Microsoft Out...   State of South Dakot...   Educational Directory...

School Calendars

Please refer to the attached URL for questions regarding length of school term, make up days, in-service time and other questions regarding your school calendar:
http://legis.state.sd.us/statutes/DisplayStatute.aspx?Type=Statute&Statute=13-26

Questions

If you have questions about any of the information or material provided to you in this newsletter, please contact the Department of Education at 773-3248.